

Charter

NASA

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

MSFC Safety, Health, and Environmental (SHE) Committee	MPD 1150.1	Charter Number: MC-12-D
Effective Date: October 12, 2005		

Subject: MSFC Safety, Health, and Environmental (SHE) Committee

1. PURPOSE

To promote and improve the Marshall Space Flight Center (MSFC) safety, health, and environmental (SHE) programs.

2. POLICY (Reference MPR 8715.1)

SAFETY: MSFC strives to prevent human injury and ensure the safety of all operations and products as a critical element in supporting accomplishment of its missions.

HEALTH: MSFC strives to prevent occupational illness and promote and maintain the physical and mental well-being of its employees, thereby supporting mission success.

ENVIRONMENTAL: MSFC strives to protect, preserve, and enhance the quality of the environment while conducting its primary mission activities.

3. AUTHORITY

a. MPD 1150.1, MC-21, "MSFC Integrated Management Systems Board (IMSB)"

b. MPR 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"

4. RESPONSIBILITIES

The SHE Committee shall:

- a. Serve as a committee to the Center's IMSB.
- b. Serve as the Center's organizational committee to assist MSFC SHE organizations in developing and implementing policies and procedures.
- c. Establish and maintain subcommittees to support the SHE Committee in the execution of its responsibilities. Ad Hoc subcommittees shall be established, as directed by the chairperson or deputy, to address unique, short-term issues.

- d. Develop and offer recommendations for improvement and resolutions of problems and issues related to the MSFC SHE programs.
- e. Serve as a forum to “vet” unresolved Safety Concerns Reporting System (SCRS) issues and propose resolutions.
- f. Review applicable SHE Program audit and inspection results and develop and recommend strategies for resolving findings. Committee members are encouraged to use this as an opportunity to enlighten the organizations they represent to the audit and inspection findings to ensure their organizations are appropriately addressing any issues raised.
- g. Review investigations of all serious mishaps and close calls to ensure lessons learned are understood and communicated back to the organizations they represent.
- h. Review all subcommittee reports.
- i. Develop appropriate metrics, which adequately monitor the health and effectiveness of Centerwide SHE programs, and recommend them to the program managers and the IMSB.
- j. Report SHE Program status/issues to the IMSB and the Marshall Team Meeting (MTM) as recommended by the Committee and determined by the Chairperson or Deputy Chairperson.

5. METHOD OF OPERATION

- a. Each meeting shall be presided over by the Chairperson or the Deputy Chairperson with a predetermined agenda of events.
- b. Meeting minutes shall be electronically published to assure accessibility to all civil servants, onsite contractors, and tenants at all levels in the organization.
- c. These reports shall be published within 30 working days after the meeting.
- d. Any MSFC civil service or contractor employee may submit proposals for consideration of any safety, health, or environmental issue by the SHE Committee. Proposals shall be written and submitted to the SHE Committee Chairperson or Deputy Chairperson for evaluation.
- e. Actions, proposals, or other business activities submitted for SHE Committee approval shall require a majority of votes cast. Votes may be cast by voting members by either being present during the vote or by electronically submitting their vote to the Chairperson or Deputy Chairperson prior to the voting session.
- f. Each Directorate and Office shall appoint a representative to serve on the SHE Committee. This person shall be responsible for ensuring SHE information presented to and discussed in the SHE Committee meetings is communicated back to the organization(s) they represent.

- g. Each Practitioner Subcommittee shall appoint or elect a Chairperson to serve on the SHE Committee.
- h. The SHE Committee may establish such sub-panels, sub-groups, and ad hoc committees as the chairperson considers necessary.
- i. The SHE Committee shall prepare an annual budget request to support the needs of the Committee and its Subcommittees. This budget shall be worked through, and included in, the overall Safety and Mission Assurance budget.
- j. On recommendation of the Committee, the Chairperson shall carry any issues to the IMSB that the Committee believes need to be elevated.

6. FREQUENCY OF MEETINGS

Meetings shall be scheduled at least monthly and the Chairperson may call special meetings, as required.

7. MEMBERSHIP

- a. The goal for voting membership on the Committee shall be at least 50% non-management employees and at least 20% management or supervisory personnel. Both civil service and contractor employees are eligible.
- b. Chairperson. The Chairperson is a voting member and shall be appointed by the Associate Director.
- c. Deputy Chairperson. The Deputy Chairperson is a voting member and shall be appointed by the Associate Director. The Deputy Chairperson shall perform as Chairperson any time the appointed Chairperson is not available.
- d. Voting Membership
 - Chairperson or appointed designee of each SHE Practitioner Subcommittee:
 - Wellness and Ergonomics
 - Safety Assessment
 - Lockout/Tagout (LOTO)
 - Lifting Devices Equipment
 - Pressure Operations
 - Radiation
 - Machine Shop
 - Cryogenics
 - Chemical Operations
 - Building Managers
 - Appointed Representative or designee from each Directorate or Office

- Appointed Representative or designee from the Contractor Safety Forum
- Marshall Engineers and Scientist Association (MESA) Union President
- American Federation of Government Employees (AFGE) Union President
- Employee Assistance Program (EAP) Representative
- Occupational Medicine and Environmental Health (OMEH) Representative
- Industrial Safety Department Representative
- Environmental Engineering and Management Office Representative
- Senior Management Representative or designee
- SHE Committee Chairperson and/or Deputy Chairperson

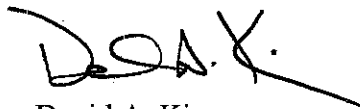
e. Non-Voting Members

Chairperson or designated representative of the following Supporting Subcommittees and Teams:

- Marshall Safety Action Team (MSAT)
- SHE Communications Team
- Safety and Health Training Team
- Emergency Preparedness
- Energy and Water Conservation
- Environmental Excellence Team

8. DURATION OF APPOINTMENT

- a. The appointment of the Chairperson shall be in force until the Associate Director appoints a new Chairperson.
- b. The appointment of the Deputy Chairperson shall be in force until the Associate Director appoints a new Deputy Chairperson.
- c. Committee member appointments shall be indefinite.



David A. King
Director